

**BOARD OF MANAGEMENT MEETING**

**MONDAY 28<sup>th</sup> SEPTEMBER 2020**

**MINUTES OF THE 16<sup>th</sup> MEETING OF THE BOARD OF MANAGEMENT TYNDALL COLLEGE  
A SUB-COMMITTEE OF KILKENNY & CARLOW EDUCATION & TRAINING BOARD -  
MONDAY 28<sup>th</sup> SEPTEMBER 2020**

**Attendance:**

- Mr. Seamus Donohoe, Chairperson
- Mr. Gerry McGill, (Principal) Secretary
- Mr. Dermot O’Boyle, Staff Representative
- Ms. Audrey Howard Bowles, Staff Representative
- Mr. Fergal Browne, ETB Representative
- Ms. Andrea Dalton, ETB Representative
- Mr. Brian Redmond, Community and Business Representative
- Mrs Mary Broderick, Parents Representative

**Invited Guests :**

- Ms. Pauline Egan, Director of Schools, KCETB
- Ms. Emer Morrissey, Deputy Principal



*Principal*  
Mr. Gerry McGill

*Deputy Principal*  
Ms. Emer Morrissey

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1. Welcome

The Chairperson welcomed everyone to the meeting.

2. Apologies

n/a

3. Minutes of the fifteenth meeting of the BOM of Tyndall College

On the proposal of Ms. Mary Broderick, seconded by Mr. Fergal Brown, the minutes of the previous meeting were adopted.

4. Matters Arising

- N/A

5. Nominations for Male Parent Representative on BOM

- Work being done on this at the moment.

6. Anti-Bullying

- Nothing to report.

7. GDPR

- Staff are following the appropriate guidelines as set down by KCETB and have returned the necessary paper work.



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## 8. Covid-19

- Covid-19 Response Plan outlined.
- Supporting Documentation distributed to the Board.
- Ms. Pauline Egan Director of Schools KCETB
  - Ms Egan, set out the work carried out by KCETB on Covid-19 and the online programme for staff that supplemented the Department of Educations return to school programme.
  - The Health and Safety Officer, Ms. Lisa Carroll, appointed by KCETB, came to Tyndall College and supported the work being done in school. She gave invaluable advice.
  - Ms. Egan, acknowledged the work done by Mr. McGill and Ms. Morrissey to get the school ready to reopen.
  - KCETB provided specific training for SNA's who work with students with intimate care needs.
  - Lead Worker Representatives, (LWR) for each school, to help with Covid-19. Tyndall College has two representatives due to our present numbers.
  - KCETB worked to ensure school compliant and provided a template document for schools to complete.
  - Ms. Egan complimented the students following the regulations on masks.
- Mr. McGill thanked Ms. Pauline Egan and KCETB, for all the support they have given regarding Covid-19 regulations.
- The Chairman thanked KCETB, the staff of Tyndall College, the parents and the students for their cooperation with all Covid-19 measures.

On the proposal of Mr. Fergal Browne, seconded by Mrs. Andrea Dalton the Covid-19 response plan was ratified by the BOM.

## 9. Correspondence

None at this time.



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## 10. Secretary's Report

### Board of Management Secretary's Report

#### Learning & Teaching

- **2020 - Leaving Certificate Calculated Grades**
  - All students received calculated grades based on 2020 DES Calculated Grades System.
  - Results issued on the 7th of September
  - No appeals had been lodged by Tyndall College Students.
  - Guidance support has been provided to all students.
  - Examination Aides had sent in all reconciliation forms to DES.
  - A very small number of form D's were completed by the school, in relation to students who could not be given a calculated grade due to lack of evidence to formulate same.
  - Overall results were good based on student profiles.
  - Minor change in comparison to teachers calculated grades.
  - Currently we have heard nothing from students about sitting the Leaving exams in November 2020.
  
- **2020-2021 Online Learning**
  - Staff are placing all homework and classwork on Microsoft Teams for students to access.
  - Resources are currently going into training students and staff on the use of MS Teams.
  - Audit and survey being carried out on devices available to students at home.
  - Survey of internet availability to all students ongoing.
  - School Completion Programme staff are engaged with supporting students who do not have ICT available to them.
  
- **2020-2021 Grading for Students**
  - All staff are conducting monthly assessments and recording same for all students.
  - Tyndall College will have 4 term reports issued to parents for all year groups, with a grade and comment on the students' academic progress.
  - This is to support future calculated grades processes and for staff to have a profile of students as they move through year groups.
  - Teachers will use a variety of methods of assessment such as:
    - Homework
    - Participation in classwork
    - Contribution in class
    - Teamwork
    - Other methods of assessment deemed appropriate



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## DEIS & School Self Evaluation

- **2020-2023 DEIS Action Plan**
  - The new DEIS Action Plan is at its final stages and will be ratified shortly.
  - Its awaiting final input from Senior Management.
  - This will be ready for our next BOM Meeting.

The Eight DEIS Pillars are:

- Attendance
  - Retention
  - Literacy
  - Numeracy
  - Examination Attainment
  - Educational Progression
  - Partnerships with Parents
  - Partnerships with Others
- **2020-21 School Self Evaluation**
    - There will be no new SSE strand for 2020-2021 owing to Covid.
    - At Tyndall College we will further embed our current SSE trends within the school.

## Posts of Responsibility

- **2020-21 New Posts of Responsibility**
  - Under Circular 003/2018 Tyndall College is due:
    - Two additional Assistant Principal I.
    - Two additional Assistant Principal II.
  - KCETB will start the recruitment process on these posts shortly.
  - Currently there are:
    - One Programme Coordinator at AP I level.
    - Five Assistant Principals at AP I level.
    - Six Assistant Principals at AP II level.

## Enrolments 2020-21

- First Year Enrolment is currently at 130.
- Overall enrolment currently is at 639.

## Teacher Allocation

- Teacher Allocation has increased to 58.54 for 2020-2.
- A total of 23 new appointments for 2020-21.
- There are 82 staff in total employed.



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### School Meals 2020-21

- Tender won by Fresh Today.
  - Company based in Wexford.
  - Supplying Hot Food under the school meals scheme.

### Covid 19 Changes –in Tyndall College

KCETB, engaged Ms. Lisa Carroll, as Health and Safety consultant, which was hugely beneficial.

- All class sizes have been reduced to 24 and under, to accommodate social distancing.
- Practical classes have further been split to accommodate practical work.
- One-way system in operation.
- Directional signage on flooring.
- Hand sanitising stations at all entrances and exits – 110 in total around the building.
- Hand sanitising stations in all classrooms and outside all bathrooms.
- Doors open for ventilation purposes.
- Different exit points for students at the end of the school day.
- Split breaks and lunch periods for all students.

### Minor Works Grant to Schools - 2020-21

- **Re-purposing of general classroom 062 as a Junior Cycle Metalwork Room**
  - Flooring has been installed.
  - Electrical works have begun and awaiting the installation of a new switch board.
  - Equipment has been delivered.
  - Benches have been delivered.
  - Awaiting delivery of tools.
- **Further Works Required**
  - Additional ICT Equipment, as ICT rooms are now at capacity.
  - Installation of digital signage.
  - Screens in shared office space - materials only.
  - Looking at storage - purchase of a container.
  - Looking at outdoor space and the possibility of laying astro turf.



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### Other Covid-19 Measures

- **Personal Protective Equipment Grant**
  - This grant has now been spent.
  - The grant issued to all schools to cover Covid-19 contingencies until December.
  - This has been spent on:
    - Hand sanitisers and dispensers
    - Cleaning equipment for classrooms
    - Pedal Bins
    - Masks
    - Visors
    - Paper towels
    - Additional PPE for Special Needs Assistants
    - Signage
  
- **Enhanced Supervision Supports**
  - We are employing two teachers currently for enhanced supervision of:
    - Classes where splits are required - SUPERVISION ONLY
    - Break and Lunch Time supervision.
    - Corridor Supervision.
    - Severe shortage of Post Primary teachers available.

## 11. Policies

### Code of Positive Behaviour

- An addition to this policy had come from the Department of Education in relation to breaches of the Code of Behaviour and Covid-19.
- On the proposal of Mr. Dermot O'Boyle, seconded by Ms. Audrey Howard-Bowles this addition was ratified and is now included in our Code of Positive Behaviour Policy.

### Admissions Policy

- Ratified at the last BOM 8<sup>th</sup> June 2020.
- Enrolment window opens on the 1<sup>st</sup> October 2020. It closes on the 23<sup>rd</sup> October 2020. Any applications received after this date will be treated as a late application.
- All schools in Carlow have agreed to offer places by Friday 13<sup>th</sup> November 2020.
- All applicants must make their final decision by Friday 20<sup>th</sup>, November, 2020. This information was posted on our website and social media last week.



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### **Critical Incident Policy**

- This Policy has been amended and added to in light of Covid 19. It can now operate while the school building is open but with the Covid-19 restrictions in place. Should the building be closed and learning moved on line there is a contingency plan.
- The school would like to thank NEPS for their assistance.
- On the proposal of Mr. Fergal Browne, seconded by Ms. Mary Broderick, the Critical Incident Policy was ratified.

### **12. Parents Association**

- The Parent Association continues to be functional but has to operate in line with Covid-19 guidelines and protocols.
- The Parent Association has not had a meeting yet this year but the chairperson is in contact with members.
- Mr McGill has met with the chairperson and the BOM representative, to update them on what is happening at the start of the school year.

### **13. Disciplinary Issues**

- The Board of Management agreed that the principal has the power to suspend a student for five days in consultation with the chairperson.
- On the proposal of Mr. Dermot O'Boyle, seconded by Ms. Andrea Dalton this was ratified by the Board of Management.

### **14. Whole School Evaluation**

- The inspectors have yet to come to the school to conduct the final part of the inspection itself.
- The School has yet to get the final report.

### **15. AOB**

- Mr Fergal Browne stated that funding is being made available by Carlow County Council to improve the cycle lanes on the Kilkenny Road. Mr Browne and Ms Dalton are pushing for Tyndall College to benefit from this.



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The next meeting of the BOM of Tyndall College is set for Monday 30<sup>th</sup> November 2020.

SIGNED: \_\_\_\_\_  
CHAIRPERSON

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_  
SECRETARY

DATE: \_\_\_\_\_



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